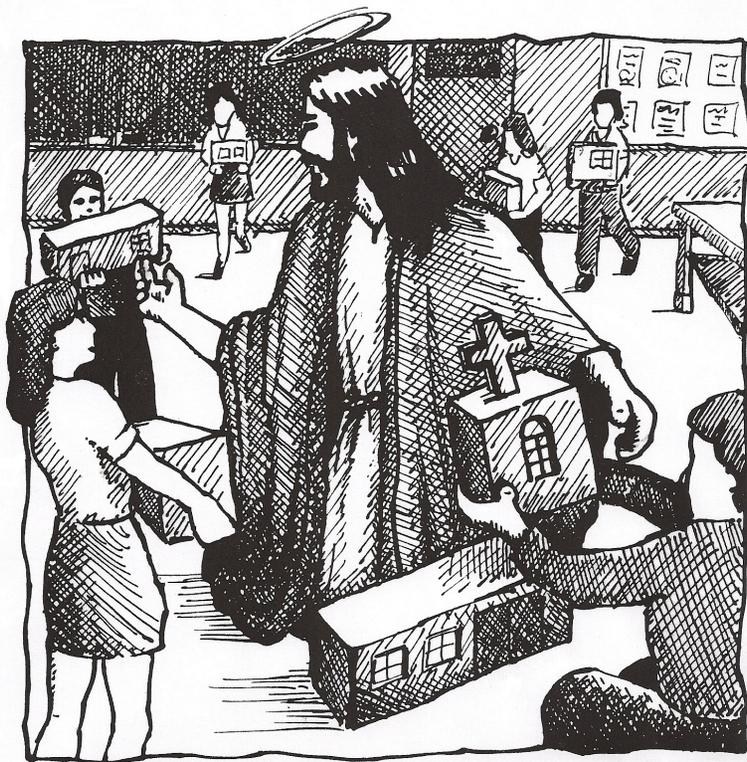


*St Justin Martyr Parish
Handbook for
Parish School of Religion (PSR) for Grades 1-8
And
High School Catechesis for Grades 9-10
updated 06/07/2017*



COVER ART: *“The Christ of the Classroom”* is an original drawing by parishioner and long-time PSR catechist, David Slavick. We have adopted this picture as our logo here at St. Justin Martyr PSR as it so beautifully depicts our mission and purpose.

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*For questions regarding grades 1-8 PSR, call Charles Hunt,
Director of Religious Education, at 440-946-3287.*

*For questions regarding high school catechesis, call Beth
Rossetti, Pastoral Minister, at 440-946-1177.*

PARISH SCHOOL OF RELIGION (PSR) FOR GRADES 1-8

INTRODUCTION

The St. Justin Martyr Parish School of Religion (PSR) is at the service of parents for assisting them with the important task of teaching the Catholic Faith to their children who attend school in the public system.

The goal of PSR is to form children as disciples of Jesus by developing their understanding of Christian doctrine, encouraging a Christian moral life, inviting worship and prayer in Catholic liturgy and orienting them to service.

Classes for grades 1 - 8 are held on Monday nights during the school year from 7:00pm to 8:15pm. A schedule is provided in the registration packet, indicating days off and other information. Days off are generally scheduled in alignment with the Willoughby-Eastlake school district calendar.

The teaching staff is comprised of adult volunteers who are called to share their faith with the youngsters of the SJM parish community. We are extremely blessed with this dedicated group of parishioners, many of whom have been sharing their time and faith for an impressive number of years.

CURRICULUM

PSR Textbook Curriculum

We currently use the program *Call to Faith*™ published by Our Sunday Visitor for all students in grades 1 through 8. The program was developed as a “Lifelong Catechesis Guide” which functions in a spiraling format, building

upon the foundations of our faith each year at the appropriate age level. The seven foundations that are studied each year are: Revelation, Trinity, Jesus Christ, The Church, Morality, Sacraments, and The Kingdom of God.

Sacramental Preparation for Grades 1 and 2

Preparing our children for the sacraments of First Reconciliation and First Eucharist begins in grade 1 and culminates in receiving these sacraments in grade 2. Several meetings and workshops designed for the parents and/or student are scheduled throughout the 2nd grade year to supplement the PSR classroom instruction.

Sacramental Preparation for Grades 3 through 8 (SacREd)

Children beyond 2nd grade who have not received their Baptism or First Sacraments go through a different sacramental preparation process. Parents must first meet with the Director of Religious Education (DRE) to discuss the course of action.

If deemed appropriate to the individual, a 3rd grader may be placed in a 2nd grade PSR classroom to receive their instruction and sacraments with their classmates and then will be placed in a 3rd or 4th grade PSR class the following year.

In other cases, the child will attend their regular PSR class and attend separate Sacramental Religious Education (SacREd) classes with the DRE. Once the SacREd sessions are completed, the family will schedule a time with the pastor for their child to receive Baptism and/or First Reconciliation and Eucharist.

Called to Protect™

The curriculum of St. Justin Martyr PSR includes *Called to Protect™*, a program adopted by the Diocese of Cleveland that is designed to teach parents, families, and individuals who work with children in parish programs how to protect children from sexual abuse.

Children, even at a very young age, are capable of understanding what boundaries are, what to do when someone violates those boundaries, and how to tell a trusted adult when that happens. *Called to Protect™* teaches children these skills at age-appropriate levels. All children in St. Justin Martyr PSR participate in this program during their regularly scheduled class times.

Elementary school children in grades 1-5 receive one age appropriate lesson each year. One lesson designed for all Middle school students, using a DVD, discussions and activities, is given each year to 6th graders and any 7th or 8th graders who have not previously participated in the DVD lesson. Parents may choose to opt-out of these lessons for their children.

POLICIES

Registration

FEES - Tuition for families is scaled as follows: 1 child = \$65; 2 children = \$85; 3 children = \$105; 4 or more children add \$20 each. There are no early registration discounts given, nor any late fees charged.

Full payment of tuition is expected to be included with registration forms. If serious financial need exists that prevents you from paying tuition in full at this time, contact the Religious Education office personally. Full waivers for PSR tuition will not be given, however, “Good Faith” payment plans may be arranged only with the DRE.

Children will not be placed in a classroom without full tuition or an approved payment plan.

REQUIRED DOCUMENTS - The following forms and documents are required for registration under the conditions as listed:

- ◆ *Family Registration/Re-registration form* - Required; one per family.
- ◆ *New Student Permanent Record Information form* - Required ONLY for NEW PSR STUDENTS; one side per child. Additional forms are available.
- ◆ *Baptismal, First Communion and Confirmation certificates* - Required ONLY for NEW PSR STUDENTS IF sacrament(s) were made at a parish other than SJM.
- ◆ *Designated Adult List form* - Required for students in grades 1-5; one per family.
- ◆ *Confidential SJM Parishioner Questionnaire* - Requested by SJM's pastor; form is retained by him, not the PSR office.

REGISTRATION DEADLINE DATE - The registration deadline is Labor Day weekend. The specific deadline date is stated in the registration packet. Any registrations turned in by the deadline will be processed and children can begin class on the first day. **THERE ARE NO PHONE CALLS MADE TO CONFIRM REGISTRATIONS SUBMITTED BY THE DEADLINE.** Class lists are posted in the lobby the first few weeks of class. Unless you are contacted regarding a question or problem, your child will be assigned to a class and will be ready to begin on the first day of class.

ANY LATE REGISTRATIONS TURNED IN THE WEEK FOLLOWING LABOR DAY WILL NOT BE ABLE TO BEGIN CLASS ON THE FIRST DAY.

There is a heavy administrative workload that week to get the classroom lists, attendance lists, classroom supplies, etc. ready for the first day, so any late registrations turned in that week must wait until the second week of class to begin. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

For late registrations submitted after the first week of class, **please wait for a confirmation phone call** stating that the registration has been processed before sending your child to class. This policy is to ensure adequate time to process the registration and allow the teacher to prepare materials for the new student. Phone calls will be made, in the case of late registrations only, to confirm that the registration has been processed and inform you when your child can begin class.

FREQUENTLY ASKED QUESTIONS -

◆ *Where and when can I pick up/drop off PSR registration packets?* Registration packets can be found in the church gallery or parish office. Completed packets, along with payment, can be returned to the parish office. The office hours are:

M-F	9am to 9pm
Sa	9:30am to 6pm
Su	9am to 12:30pm

◆ *We belong to another parish. Can our children attend PSR at St. Justin's?* Yes, children from other parishes are welcome to attend PSR at SJM. There is no additional tuition fee for non-parishioners.

◆ *We belong to another parish but our 2nd grader attends PSR at St. Justin's. Can he receive his First Communion with his PSR class?* No, your child must receive his sacraments at the parish in which you are registered. In addition to PSR at SJM, your child will need to attend sacramental preparation classes at your home parish.

Discipline Policy

This policy has been set in place to ensure an environment of respectfulness and optimum opportunity to fully benefit from the allotted class time for both the children and their volunteer teachers.

Our behavioral expectations are simply that we require the full attention and participation of each student with no interference to the teacher and the learning process of other students.

The consequences for misconduct will increase in severity with multiple occurrences of misbehavior:

1. Student will be given a verbal warning along with his/her name written on the board for unacceptable behavior.
2. If unacceptable behavior continues, the student will go to the principal's office for the remainder of class, completing the lesson and/or additional work on their own. The parent will be notified and the student will be dismissed with others as usual. Student may return to the next scheduled class.
3. If the student continues to interfere with learning, the same sequence will be followed, including a phone call to the parent. This time the parent will need to pick

up the student from the office, prepared to discuss the matter with the teacher, student and DRE (Director of Religious Education).

4. If the Student continues to misbehave, then he/she and the parents will be informed that the student is to stay home and be instructed by his/her parents, completing all textbook, work and chapter exams. Chapter exams will be completed on student's time and graded as part of his/her permanent record.

5. The student may be allowed to return to class after consultation with the PSR teacher, the parent, the student and the DRE.

Dismissal Procedure

The terms stated in this procedure are intended to ensure the safety of all the children as they leave PSR at dismissal time.

1. There is no 'pick-up' line along the fire lane in front of the school. All adults MUST park in the parking area.
2. No parking is permitted in the fire lane directly in front of the school.
3. Adults picking up grades 1-5 children must enter the building and pick up the children at their classroom. The only exception will be when an older sibling in grades 6-8 is permitted to pick up the child by being included on the "Designated Adult List".
4. Middle School students (grades 6-8) only will be allowed to leave the building without an adult.

5. No student may enter or leave through the back doors of the school.

6. All children will be seated in their rooms until a designated adult or older sibling enters the room to pick them up. Children will not stand at the door to be released.

7. Please inform all persons on your "designated adult list" of our dismissal policy.

8. In the event that none of your "designated adults" can pick up the child, a hand-written note of permission with your signature should be presented to the teacher by the adult who is picking up the child. The child must recognize that adult and be willing to go with them.

9. As a rule, we cannot accept phone calls for exceptions or permissions. Emergencies only please!

Emergency Closings

If Willoughby-Eastlake Schools are cancelled on a Monday, there will be no PSR classes held on Monday evening. Announcements will be posted on TV stations WKYC-TV3, and Newsnet 5, and Fox8 News. **THE TEACHERS WILL NOT BE REQUIRED TO MAKE PHONE CALLS in this situation.** If school was in session during the day, but conditions develop later and it is deemed necessary to cancel PSR class, the teachers **WILL CONTACT THEIR STUDENTS** to inform them of the cancellation. Announcements will also be posted on the TV stations.

Telephone Contact Information

The PSR Student Registration/Re-registration form provides space for several telephone numbers to be filled

in. Providing this information allows us to contact you easily in an emergency, or when there is a last minute class cancellation.

You may write more than one cell number (i.e. mom's and dad's) or more than one emergency contact on the form. The forms are kept on file in the PSR office for reference in an emergency situation. Three numbers will be passed on to the teachers for each student, as provided on the registration sheet:

Home Phone

Cell Phone

Emergency Phone and Contact – This number will be a second parent cell number, if one was provided. If not, then it will be the name and phone number of the emergency contact listed on the registration, if a number different from the home or cell number was provided.

Please help us by remembering to pass on any phone number (or address) changes to our office.

Attendance

We REQUIRE that you call in to report when your child will be absent. It is the student's responsibility to keep up with missed work.

Report Cards

Classroom work will include chapter and/or unit quizzes which will be graded. Report cards will be issued three times per year. A parents' signature is required and the report cards must be returned the first two grading periods. Attendance will be included on the report card as well as grades for the following:

- ◆ Understanding of Content
- ◆ Attitude/Cooperation
- ◆ Class Participation/Responsiveness

The grading key used is:

O = Outstanding

G = Good

S = Satisfactory

I = Improvement Desired

NP = Not Present Enough to Evaluate

Grades will be averaged at the end of the year and along with attendance will be recorded on the student's permanent record.

HIGH SCHOOL CATECHESIS FOR GRADES 9-10

INTRODUCTION

In order to enter high school religious programs the student must have completed grades 1-8 of religious education. The high school program is **not** part of the PSR Monday night program.

St. Justin Martyr high school religious education is a two year journey to the Sacrament of Confirmation, with additional activities in your junior and senior years. If the student attends a public high school in ninth grade, the FRESH Faith program will begin this journey. If attending a Catholic high school, students begin their religious education in tenth grade. In the sophomore year of high school **all** teens attend the Confirmation program. The Confirmation program concludes in the fall of your junior year of high school.

Each of these programs meet once a month.

